

Contractor: Equals 3 Communication
Contract: DTFH61-03-D-00119

SPECIAL EMPHASIS PROGRAM REVIEW

To: Frank J. Waltos, HAAM-10
Small Business Advisor

From: Thad Hecht
Contract Specialist

The attached material is presented for review pursuant to TAM 1219: (select B2, B3, B4, and C as applicable)

☐ B.2 Procurement method: (FAR 19.402) PR or RFP No. _____
date requested ☐ 8(a) Sole source to: ^[1] _____

☐ 8(a) Competitive set-aside ^[1]
☐ HUBzone competitive set-aside

☐ Small Business competitive set-aside
☐ Full and Open competitive or Sole Source ^[2]

☐ Non-concur (see comments below)

Frank J. Waltos

Date

☐ B.3 NAICS Code: (FAR 19.303) No. _____ SB Size Standard: _____
date requested ☐ Concur ☐ Non-concur. Recommend No. _____ SB Size Standard: _____

Frank J. Waltos

Date

☐ B.4 Contract Bundling: (FAR 7.107)
date requested ☐ No (per FAR 2.101. Supporting data attached when over \$10 Million)
☐ Yes (per FAR 2.101. Justification attached)
☐ N/A (requirement is set-aside for Small Business)

☐ Concur ☐ Non-concur (see comments below)

Frank J. Waltos

Date

7/14/03 C. Subcontracting Plan: (FAR 19.7)
date requested ☒ Required (copy attached)
☐ None planned (Offeror statement attached)

☒ Concur ☐ Non-concur (see comments below)

Thad Hecht
Frank J. Waltos

07/16/03

Date

COMMENTS:

DOT OSDBU Representative (if applicable)

Date

SBA Procurement Center Representative (if applicable)

Date

NOTES: ^[1] For new requirements, attach a copy of the PR and provide an e-copy of the SOW.
^[2] Attach a complete copy of PR and Program Office justification for F&O competition or SS.

Hecht, Thad

From: RSimek@equals3.com [hubsmtg.gwhub."RSimek@equals3.com"] on behalf of hubsmtg.gwhub."RSimek@equals3.com"
Sent: Monday, July 14, 2003 2:48 PM
To: Hecht, Thad
Cc: Jwhite@equals3.com; MSchnare@equals3.com
Subject: Equals Three Subcontracting Plan



NHI Subcontracting
Plan.doc

Dear Mr. Hecht:

Attached is Equals Three Communications' subcontracting plan for the NHI contract. We have left the contract number blank for you to include as appropriate. Please let me know if you have any questions.

Thanks!

Rob Simek
Management Supervisor
Equals Three Communications, Inc.
7910 Woodmont Avenue
Suite 200
Bethesda, MD 20814
P: 301.272-2420
F: 301.652.5264
rsimek@equals3.com
www.equals3.com

EQUALS THREE COMMUNICATIONS, INC.
JULY 14, 2003

044432680

RFP61-02-R-00043 Subcontracting Plan
Submitted to: Thad Hecht, Contracting Officer

Equals Three Communications, Inc. is pleased to present the following subcontracting plan for RFP61-02-R-00043 in accordance with FAR Clause 19.704, Subcontracting Plan Requirements.

- (1) Equals Three has established the following percentage goals. As tasks are awarded and work more clearly defined, we will strive to include additional subcontractor categories.

• Small Business	100%
• Veteran-Owned Small Business	0%
• Service-Disabled Veteran-Owned Business	0%
• HUBZone Small Business	0%
• Small Disadvantaged Business	0%
• Women-Owned Small Business Concerns	0%
- (2) Equals Three is unable to commit to total dollars planned for subcontractors until a total dollar value of the contract is made available.
- (3) Equals Three plans to subcontract the following types of supplies and services:
 - Artwork and Photography
 - Writing
 - Research Recruitment
 - Research Facilities
 - Materials
 - Printing (signage, etc.)

These services would be open to all subcontracting groups including small businesses, veteran-owned small businesses, service-disabled veteran-owned businesses, HUBZone small businesses, small disadvantaged businesses, and women-owned small business concerns.
- (4) Equals Three used the following method for determining the subcontracting goals:
 - Evaluation of services required to meet contract deliverables.
- (5) Equals Three will identify potential sources for solicitation purposes through its relationship with the Maryland/District of Columbia Minority Supplier Development Council.
- (6) Indirect costs have not been included in establishing subcontracting goals.

- (7) Al Alvarez, Senior Vice President and Chief Financial Officer, will administer the subcontracting program on behalf of Equals Three Communications, Inc. Mr. Alvarez's duties will include:
- Monitoring use of subcontractors to ensure the minimum requirement is met.
 - Serve as main liaison to subcontractors.
 - Provide, as requested, status reports on meeting subcontracting goals.
- (8) Equals Three will ensure that small businesses, veteran-owned small businesses, service-disabled veteran-owned businesses, HUBZone small businesses, small disadvantaged businesses, and women-owned small business concerns will have an equitable opportunity to compete for subcontracts by issuing requests for bids on services described in #3 above. The bids will be evaluated on best value offered to the government and meeting the goals of the contract.
- (9) Equals Three will include the clause 52.219-8, Utilization of Small Business Concerns in all subcontracts that offer further subcontracting opportunities. If applicable, Equals Three will also require all subcontractors (except small business concerns) that receive subcontracts in excess of \$500,000 to adopt a plan that complies with the requirements of the clause at 52.219-9, Small Business Subcontracting Plan.
- (10) Equals Three will:
- (i) Cooperate in any studies or surveys as may be required in regard to this subcontracting plan.
 - (ii) Submit periodic reports so that the Government can determine the extent of compliance by Equals Three with this subcontracting plan.
 - (iii) Submit Standard Form (SF) 294, Subcontracting Report for Individual Contracts, and SF 295, Summary Subcontract Report, following the forms or as provided in agency regulations.
 - (iv) Ensure that its subcontractors agree to submit SF 294 and SF 295.
- (11) Equals Three will develop an electronic database of potential subcontractors that are proficient in the services need to meet the overall contract and qualify as small businesses, veteran-owned small businesses, service-disabled veteran-owned businesses, HUBZone small businesses, small disadvantaged businesses, and women-owned small business concerns. These businesses will be contacted on an as-needed basis and awarded subcontracts at that time. These activities will be documented in periodic reports as requested by the Government.

Hecht, Thad

From: RSimek@equals3.com [hubsmtg.gwhub."RSimek@equals3.com"] on behalf of hubsmtg.gwhub."RSimek@equals3.com"
Sent: Monday, July 14, 2003 2:48 PM
To: Hecht, Thad
Cc: Jwhite@equals3.com; MSchnare@equals3.com
Subject: Equals Three Subcontracting Plan



NHI Subcontracting
Plan.doc

Dear Mr. Hecht:

Attached is Equals Three Communications' subcontracting plan for the NHI contract. We have left the contract number blank for you to include as appropriate. Please let me know if you have any questions.

Thanks!

Rob Simek
Management Supervisor
Equals Three Communications, Inc.
7910 Woodmont Avenue
Suite 200
Bethesda, MD 20814
P: 301.272-2420
F: 301.652.5264
rsimek@equals3.com
www.equals3.com